

**CITY OF PLEASANT HILL**

Established: 00/00

Pay Range: 000

Bargaining Group: PACE

## **ACCOUNTANT**

---

### **DEFINITION**

Performs professional accounting work; examines, analyzes and verifies accounts, prepares financial and statistical reports; performs related work as required.

### **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and local laws, policies, procedures and practices; standard municipal accounting practices and financial record keeping; telephones, Fax machines, PC terminals, printer, calculator, adding machine, cash register, copy machine, and various resource materials.

### **WORKING CONDITIONS**

Inside work. Work requires the ability to work independently in the absence of supervision.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as the ability to understand and carry out oral and written instruction. The work requires ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds (ledgers, records, etc.).

### **SUPERVISION RECEIVED AND EXERCISED**

Under general supervision from Accounting Supervisor. May exercise direct supervision over clerical staff as assigned.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to, the following:

Supervises and participates in the posting and balancing and reconciliation of the general ledger and subsidiary accounts.

Prepares adjusting journal entries. Maintains assessment district records. Prepares monthly trial balance.

Provides analysis of available funds at management's request.

Prepares financial statements for the City and Redevelopment Agency.  
Assists auditors in year end close.

Is responsible for fixed assets. Assists in annual budget preparation.

Assists departmental personnel with budget questions, proper expenditure coding, document preparation and other accounting related activities.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of**

Governmental accounting principles and practices is desirable.

Principles of financial administration, including budgeting and reporting is desirable.

Methods and applications of computerized accounting.

Modern office practices, procedures, methods and equipment.

### **Ability to**

Examine and verify financial documents and reports.

Prepare a variety of financial statements, reports and analyses.

Communicate effectively, orally and in writing.

Develop and implement accounting system modifications.

Work cooperatively with other departments and general public.

## **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience**

Three years experience in governmental accounting and financial work.

### **Education**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or business administration.

## **LICENSE OR CERTIFICATE**

Possession of a valid California driver's license.

